



## AT&T Resource Center Career Transition Services

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### How to Get Started with The AT&T Resource Center

All you need to do to get started is to fill out the attached **registration form** and fax to the office of the Occupational Coordinator who delivered this Overview. You will then be placed in our database. A welcome letter will be sent via email and “green binder” will be mailed to your home address. The binder, “*Managing your Search Project*”, is a great reference tool and will be used in conjunction with our workshops and seminars listed below.

To assist you in getting started, there will be an initial consulting appointment scheduled.

#### **In-Person Workshops:**

##### ***Milestones Seminar (51213737)***

This workshop covers the processes, tools, concepts, techniques, and skills needed to conduct a successful job search. The workshop is interactive, motivational, and tailored to the needs of the clients. **(2 Days)** – This is a prerequisite for all other in-person workshops.

##### ***The Road to Entrepreneurship Seminar (5123739)***

This workshop is designed to help clients determine if self-employment is the right decision.

Prerequisite: Starting Your Own Business: An Overview **(51214756)**

#### **Other half-day Workshops include:**

- ***Resume Writing (51214042)***
- ***Productivity Workshop (51213744)***
- ***Writing Effective Job Search Letters (51213921)***
- ***The Power of Networking (51213922)***
- ***Interviewing Skills (51213747)***
- ***Negotiating (51214037)***
- ***Myers Briggs/Strong Interest Inventory (51214030)*** – Requires Consultant Referral
- ***Financial Planning (51213741)***

#### **Tele-training Workshops (specially designed for remote participants)**

It is recommended that workshops be taken in order of *Managing Your Search Project* chapters:

- ***Professional Statements (51214750)***
- ***Resume Writing (51214045)***
- ***Electronic Resume (51214752)***
- ***Productivity I (51214759)***
- ***Networking (51214159)***
- ***Career Resource Network Tour (51214046)***
- ***Cybersearch I (51214163)***
- ***Cybersearch II (51214163)*** – Cybersearch I prerequisite
- ***Job Search Letters and Other Techniques (51214044)***
- ***Interviewing I (51214047)***
- ***Interviewing II (51214165)*** – Interviewing I prerequisite

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- *Negotiating (51214161)*
- *Introduction to Job Search Work Team (51214764)* – Productivity I prerequisite
- *Starting Your Own Business: An Overview (51214756)*
- *Financial Planning (51214760)*

### Self-paced Online Workshop:

- *Electronic Job Search (51217922)*

### Employee Assistance Program (EAP) Workshop – Taking Care of Yourself During Times of Change.

*In-person (51217991)      Teleconference (51217822)*

Course calendars and descriptions are available via the AT&T Resource Center website at <http://www.corp.att.com/resourcecenter>. You may register on the website.

### On Site Resources:

The following are available at all Resource Center locations; Work Stations, PCs, Internet and Intranet access, Telephones, Fax Machines, and Copier.

### Consulting Services:

Individual, professional consulting is available. Clients can meet with consultants from Lee Hecht Harrison for guidance and support of your job search process. Consultants can assist with a Job Search Action Plan, Goal Setting, Resume Critique, Network Plan, Mock Interviews, etc. These sessions can be conducted in person or via the telephone.

### Resume Critique and Development:

Work one on one with a professional Career Consultant to create or critique your resume. Once your resume is completed, you will receive 25 copies along with additional paper for cover letters as well as matching envelopes. You will also receive an electronic version of your resume for your files.

### AT&T Resource Center Website:

Web based assistance is also available via the Resource Center Website. The website contains a description of available services, workshop calendar, and access to the Lee Hecht Harrison Career Resource Network (CRN). The CRN provides proprietary content serves as a gateway to various other career related websites and services. It includes access to research tools such as the *Dun and Bradstreet Million Dollar Database*, *CareerSearch*, *Insite2*, and resume and job posting resources such as *Lead Link* and *Resume Reserve*. Recruiters may search your resume via *Resume Reserve* and at any give time there are **80,000 to 100,000** job leads you can search via *Lead Link*.

### Access to AT&T Resource Center Website Support Services:

Once registered, you will need to request a **User ID** and **Password** in order to access the support services side of our website. This password will be good for up to 6 months. Contact the Resource Center to receive current version.

# AT&T RESOURCE CENTER

## REGISTRATION FORM

*DATE* \_\_\_\_\_

*UNION LOCAL* \_\_\_\_\_

*TITLE* \_\_\_\_\_

*NCS* \_\_\_\_\_

### General Information

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\_\_\_\_\_  
**HRID**                      **Last Name**                      **First Name**                      **MI**

\_\_\_\_\_  
**Cost Center Code**                      **Business Unit/Division**

**Status**

\_\_\_\_\_  
**Scheduled Off- Payroll Date:**

\_\_\_\_\_  
**At-Risk**                      **Universe**                      **VTP**                      **(Check One)**

\_\_\_\_\_  
**Business Phone**                      **Business Address (Street, Room)**

\_\_\_\_\_  
**FAX Number**                      **Business Address (City, State, Zip)**

\_\_\_\_\_  
**Home Phone**                      **Home Address (Street, Apt. #)**

\_\_\_\_\_  
**Home Address (City State, Zip)**

**Personal E-mail Address:** \_\_\_\_\_

# AT&T RESOURCE CENTER LOCATIONS

**1-800-992-2478**

**(Prompt 1- Occupational Area Coordinator)**

**(Prompt 2- Questions Regarding Resource Center Services)**

## CENTER LOCATION

## COORDINATOR

AT&T Resource Center  
340 Kemble Ave. (KPI)  
1st Floor – Room N122C  
Morristown, NJ 07960

Mary Davidson-Glover – N.E. Region  
Email – [marydg@att.com](mailto:marydg@att.com)  
Voice (973) 326-4838  
Fax # (973) 326-5044

AT&T Resource Center  
2800 Century Parkway  
1<sup>st</sup> Floor, Room 114  
Atlanta, GA 30345

Cora Moore- S.E. Region  
Email – [coramoore@att.com](mailto:coramoore@att.com)  
Voice (404) 929-3401  
Fax (214)-446-6426

AT&T Resource Center  
4100 Bryan St.  
Suite 662  
Dallas, TX. 75204

Lizzie Baker – S.W. region  
Email – [lizziebaker@att.com](mailto:lizziebaker@att.com)  
Voice (214) 565-3803  
Fax (214) 421-6488

AT&T Resource Center  
227 W. Monroe Street  
17<sup>th</sup> Floor-Room 1750  
Chicago, IL 60606

George Sullivan – Central region  
Email – [gsullivan2@att.com](mailto:gsullivan2@att.com)  
Voice (312) 230-5295  
Fax (214) 446-6385

AT&T Resource Center  
4430 Rosewood Drive  
Bldg. #3 - Room 3194  
Pleasanton, CA 94588

Jean Edson – Western Region  
Email - [jmedson@att.com](mailto:jmedson@att.com)  
Voice (925) 224-1118  
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